

**Phoenix Program**  
**Process Definition – Purchasing Module**

Process	<b><i>Editing / Budget Checking – Requisitions Purchase Orders</i></b>
Process Number	<b><i>PO_012</i></b>

***Description of Process***

**Editing**

The Requisition Edit process calculates Pre-Encumbrance amounts for requisitions and determines budget-checking requirements from the requisition distribution data. The PO Edit process pro-rates any freight or tax adjustment amounts to the PO distribution lines based on distribution amounts.

**Budget Checking**

For Requisitions, this process validates each requisition distribution against its related budget and sets the BCM status flag on the requisition to indicate whether it is eligible for pre-encumbrance posting. For Purchase Orders, this process checks each PO distribution line against the appropriate budget and sets the BCM status flag on the PO to indicate whether it's eligible for encumbrance posting.

All requisitions and purchase orders must pass Budget Checking (BCM) before they can be posted. Requisitions must pass BCM before they can be source into a purchase order. Purchase Orders must pass BCM before they can be dispatched.

A requisition or purchase order that did not pass Budget Checking will have a status of 'Error'. A requisition or purchase order that was not budget checked would have a status of 'Not Checked'. A requisition or purchase order that has passed budget checking will have a status of 'Valid' on the (Req./PO Header Panel).

***Input to Process***

Requisitions items and/or services - Purchase Order items and/or services

***Output of Process***

The Requisition Edit process turns the Post Document checkbox on in the Requisition Header Panel. (The system will not run the Requisition Post Process until the Post Document checkbox is turned on).

On the Requisition Header Details Panel the BCM process sets flags indicating whether the requisitions are eligible for posting and then sourcing to purchase orders

The Purchase Order Editing process sets the Post Document and other flags at the header and distribution levels of each edited PO to indicate whether the Budget Checking and Posting Processes need to be run.

On the Purchase Order Header Panel the BCM Distribution flag will give one of the following messages: *Not Checked, Valid, or an error message indicating why the PO did not pass the Budget Check.*

***Service Level Agreement Required? (if yes, provide a brief description)***

**Phoenix Program  
Process Definition – Purchasing Module**

N/A

***PeopleSoft Panel Groups being Used***

Function	Panel Group
Requisition Items	Process - Requisition Edit
	- Requisition Budget Check
Manage Purchase Orders	Process - Purchase Order Edit
	- Purchase Order Budget Check

## Phoenix Program Process Definition – Purchasing Module

### ***Business Process Description***

<b>Process Description</b>	<b>Responsibility (Agency/Centralized)</b>
Step 1 - After selecting the panel group, you will be prompted to select a Run Control ID.	Agency
<p>Step 2 - Once the Run Control ID has been selected, you will move to the "Request Panel" where you will enter the following information:</p> <p><b><u>Editing</u></b></p> <ul style="list-style-type: none"> <li>▪ PO Post Run Option</li> <li>▪ Business Unit</li> <li>▪ Requisition ID</li> </ul> <p><b><u>Budget Checking</u></b></p> <ul style="list-style-type: none"> <li>▪ The Process Frequency</li> <li>▪ Description</li> <li>▪ Budget Checking Definition SetID and Definition Name</li> </ul> <p>Additional request options are available to narrow the parameters to be checked, however, the steps listed above are required to run the process.</p>	Agency
Step 3 - "Running The Process" Once the above information is entered you will click the Traffic Light on the toolbar (the one without the exclamation mark). This will take you to the Process Scheduler Panel.	Agency
Step 4 - In the Process Scheduler Panel, you will select the Run Location (Client) and the Output Destination (File) and click ok, you will see the background process beginning to run.	Agency

## Phoenix Program Process Definition – Purchasing Module

<p>Step 5</p> <p><b><u>Editing</u></b></p> <p>The Requisition Edit process is calculating the Pre-Encumbrance amounts for requisitions, determines budget checking requirements from the requisition distribution data, and turns the Post Document checkbox on.</p> <p>The Purchase Order Edit process is pro-rating any freight or tax adjustment amounts to the PO distribution lines based on distribution amount, and sets the Post Document and other flags at the header and distribution levels of each edited PO.</p> <p><b><u>Budget Checking</u></b></p> <p>The Requisition process is validating each distribution against its related budget. The Purchase Order process is checking each PO distribution line against the appropriate budget and sets the BCM status flag on the PO, indicating whether it's eligible for encumbrance posting.</p>	<p>Agency</p>
<p>Step 6 - Once requisitions have passed Editing and Budget Checking, they are ready to be sourced to an RFQ or a Purchase Order. Also, after passing editing and budget checking the requisitions are ready to be posted to the Actuals Ledger and Journal Generated (the posting and journal generation processes will be executed in a batch process nightly).</p> <p>After Purchase Orders have passed Editing and Budget Checking, they are ready to be dispatched to the vendor. Also, after passing editing and budget checking the purchase orders are ready to be posted and journal generated (the posting and journal generation processes will be executed in a batch process nightly).</p>	<p>Agency</p>

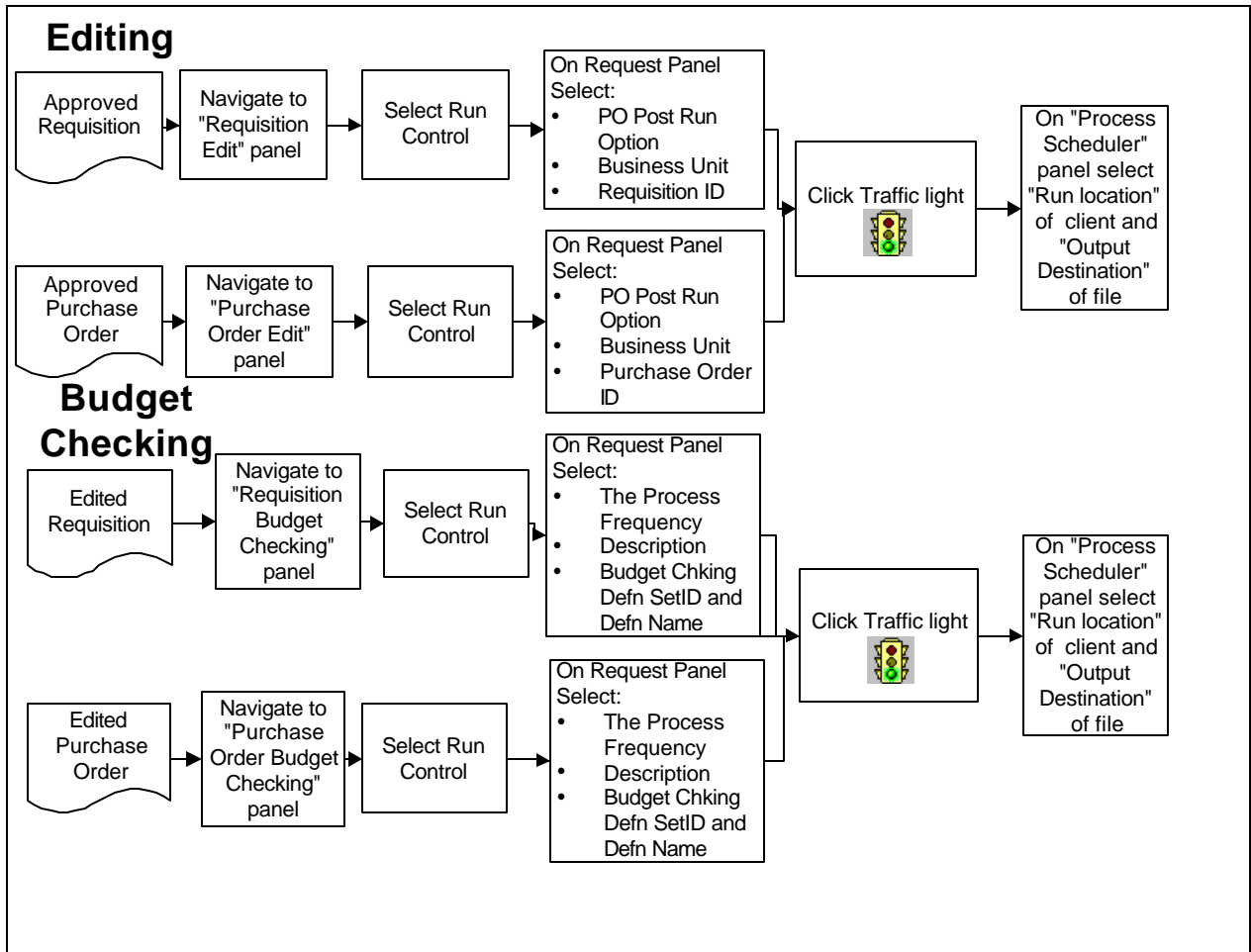
### ***Forms Used with Process (#)***

NONE
------

# Phoenix Program

## Process Definition – Purchasing Module

**Process Flow Diagram (if appropriate):**



**Phoenix Program  
Process Definition – Purchasing Module**

***APPROVAL FORM***

SIGNER	ROLE	DATE
<i>Rick Housworth</i>	<i>DOAS Project Lead</i>	<i>3/1/99</i>
<i>Carol Bass</i>	<i>THG Project Lead</i>	<i>3/1/99</i>
<i>Kyle Morton</i>	<i>THG Functional Analyst</i>	<i>3/1/99</i>